



ARIZONA DEPARTMENT OF REAL ESTATE

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Persons with disabilities who need this document in an alternative format should contact Business Services
At 602.468.1414, ext. 101, or IADA@re.state.az.us to make their needs known.

DOCUMENT CHECKLIST (Form LI-400) **For Original Applicants, Renewal and Reinstatement Applicants and** **Licensees Making A Disclosure Under A.A.C. R4-28-301**

The Arizona Department of Real Estate ("Department") requires additional information concerning your disclosure and your qualifications for licensure or continued licensure. **To complete your application or disclosure, the information and documents identified below are required:**

1. A written detailed statement from you, signed and dated, providing an account of the incident(s) that you are disclosing. Please give details of the outcome; time served, if applicable; date and location of each incident; and the name and location of court.
2. Three current signed and dated letters of character reference from individuals, 18 years or older, not related to you by blood or marriage, who have known you for at least one year. The letters must include the reference's telephone number.
3. A 10-year work history, showing employer's name and address, supervisor's name and telephone number, dates of employment, position held, and job description. Include any periods of unemployment.
4. A set of fingerprint exemplars (on a Department-issued fingerprint card) and the fingerprint-processing fee (currently \$29). A.R.S. § 32-2108.01

For criminal offenses, in addition to items #1-4 above provide a certified copy of the following, as applicable:

From the arresting agency: a CERTIFIED copy of the police report (officer's narrative).

From the court: CERTIFIED copies of:

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| <input type="checkbox"/> Complaint and Indictment | <input type="checkbox"/> Presentence Report | <input type="checkbox"/> Order of or Dismissal from Probation |
| <input type="checkbox"/> Information | <input type="checkbox"/> Judgment | <input type="checkbox"/> Order Restoring Civil Rights, Expunging |
| <input type="checkbox"/> Plea Agreement | <input type="checkbox"/> Sentencing Documents | or Dismissing Conviction |

For disclosures of civil judgments, including any recovery fund payment, in addition to items # 1-4 above provide a certified copy of the following, as applicable:

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| <input type="checkbox"/> Complaint | <input type="checkbox"/> Amended Complaint | <input type="checkbox"/> Judgment | <input type="checkbox"/> Satisfaction of Judgment |
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For disclosures relating to denial, restriction, or disciplinary action against a professional license, provide a certified copy of the following, in addition to items # 1-4:

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| <input type="checkbox"/> Notice of Hearing & Complaint | <input type="checkbox"/> A current certified license history from each state in which you currently hold a professional or occupational license, and in which you held a license within the preceding five years. To be considered current, it must have been issued within 90 days of your filing it with the Department. |
| <input type="checkbox"/> Answer | |
| <input type="checkbox"/> Findings of Fact & Conclusions of Law | |
| <input type="checkbox"/> Final Order / Administrative Ruling | |
| <input type="checkbox"/> Consent or Settlement Agreement | |

You may provide any other documentation that you believe demonstrates your qualifications for licensure.

NOTE: If you attempt to obtain the required documents from a law enforcement agency or court and are told that records have been destroyed or are otherwise unavailable, obtain a written statement to that effect from the agency or court. Do NOT detach or unstaple certified documents; documents must be in original order received.

Please do not contact the Department until the above items have been submitted and reviewed. The Department has specific time periods in which to review applications for completeness and to determine whether the applicant meets the qualifications for licensure. See A.A.C. R4-28-103 and Table 1.